

HAMILTON COUNTY
BOARD OF MENTAL RETARDATION & DEVELOPMENTAL DISABILITIES

BOARD MEETING
Tuesday, October 11, 2005

BOARD MEMBERS PRESENT: Mrs. Shelley Goering, Vice President
 Mr. Gregory Webb, Vice President
 Mrs. Lynn K. Sundermann, Secretary
 Dr. Francis Hickey
 Mr. Robert Hall
 Mr. Martin Miller
 Mr. Scott Harsh

Mrs. Goering called the October 11, 2005 meeting to order at 5:04p.m.

Mrs. Sundermann moved approval of the minutes of the September 13, 2005 Board Meeting as mailed. Mr. Harsh seconded the motion, and it passed unanimously.

SUPERINTENDENT'S REPORT – Reported by Ms. Phipps

Ms. Phipps informed the Board that the School Consolidation Committee held their second meeting on September 14 to further plan for the closing of Breyer School in August 2006. The committee reviewed the information collected via survey from staff and families. As a result of comments received in the surveys, open houses have been planned at both Fairfax School (Oct. 5) and Rost School (Oct. 12) to allow parents and students to tour each facility and observe the daily operations. Five local school districts were represented at the September 14 committee meeting, and Finneytown and Cincinnati Public Schools indicated possible interest in hosting satellite classrooms in the future.

In the Community Services Department, the five service facilitation regions have reported the following savings year to date: SE \$55,000, NW \$144,000, NE \$133,564, SW \$302,000 and Central \$154,000. These savings have been realized while still providing services requested during the year. The regions have provided adult services funding for 211 new individuals year to date and have just begun processing requests for 54 additional individuals. This would bring the total of new persons served in adult services to 265 for the year. All requests for emergency residential have been met, and this is approaching 70 for the year. Given that all of these services have been provided to so many new people, the \$788,564 in savings is remarkable.

The Personnel Services Department has been working to revamp the performance evaluation process for all staff. The new system will include "customer feedback surveys" for all staff. Currently, feedback surveys are only a part of the performance evaluation process for management staff.

The Rehabilitation Accreditation Commission (CARF) surveyors will return to Hamilton County in January, February or March of 2006 to survey and re-accredit us! They were first here in March 2003, and it is time for us to renew our accreditation.

Work continues on outsourcing the running of the Mobile Work Crew operation to contract agencies throughout the county. We have identified four crews to be transferred to Miami Valley Industries (MVI). A bonus to the individuals affected by this process is that MVI offers fringe benefits to the individuals they serve.

Cheryl Phipps and Craig Landers have met with the County Commissioners concerning the purchase of the building on Madison Road for new administrative offices. We are currently in the process of obtaining appraisals on both the Madison Road building and our building in Northside, which will be sold as part of this restructuring process.

Ms. Phipps presented the book "A History of Self-Determination & Person-Centered Supports With the Hamilton County Board of MR/DD". This book is a summary of our process to bring self-determination and individual budgets to Hamilton County. The book will be used to spread the word about self-determination to other counties, and assist them in their endeavors to make self-determination a reality.

Ms. Phipps informed the Board that they each had a summary of their attendance and training hours year to date at their place. Ms. Phipps asked any Board members that are in danger of failing to meet the required training hours to please contact her to arrange of further training opportunities.

FINANCIAL REPORT – Reported by Mr. Landers

Mr. Landers reviewed the financial report for the month of September 2005. He stated that expenditures are approximately \$700,000 below the budgeted amount year to date, but \$3 million over the budgeted amount of the month. This is due to a \$3 million payment to the state as part of the waiver match. Last year these funds were just kept by the state, but this year, in order to better reflect our revenues and expenses, we have asked the state to send the money to us and then we make the payment back to them. Mr. Landers further explained that salaries are still \$300,000 over budget due to the high interest in the ERIP program. Funds will be transferred from the utility budget line to cover this increased expense.

Mr. Landers reported that revenues are currently \$820,000 under budget. This is due to the decision to bill school districts at the end of the school year as opposed to monthly throughout the school year. The only exception to this is Oak Hills School District, who has requested to be billed monthly. Mr. Landers also explained that federal revenue figures are low due to the end of the Community Alternative Funding Source (CAFS) and a delay in the creation of the day habilitation billing program, which will partially replace the CAFS funds lost.

Approval was requested for actual operating expenses of \$10,988,947.63 for the month of September 2005 with cumulative totals amounting to \$69,792,231.19 as confirmed by the Hamilton County Cash Disbursement Journal. **Mr. Hall moved that the Board approve the actual operating expenses for the month of September 2005. Mr. Miller seconded the motion and it passed unanimously.**

Approval was requested for estimated operating expenses of \$7,522,309.00± for the month of October 2005, subject to final approval by the Board upon confirmation by the Hamilton County Cash Disbursement Journal. **Mr. Miller moved that the Board approve the tentative operating expenses for the month of October 2005. Dr. Hickey seconded the motion and it passed unanimously.**

Approval was requested for estimated operating expenses of \$7,522,309.00± for the month of November 2005, subject to final approval by the Board upon confirmation by the Hamilton County Cash Disbursement Journal. **Mr. Miller moved that the Board approve the tentative operating expenses for the month of November 2005. Mrs. Sundermann seconded the motion and it passed unanimously.**

UNFINISHED BUSINESS

Mr. Garver presented several proposed Personnel Policy changes to the Board for approval. The policies reviewed included:

- a. Section P 3.0 - Compensation
- b. Section P 3.1 - Hours & Scheduling of Work
- c. Section P 4.2 - Sick Leave Donation Program
- d. Section P 4.7 - Court Leave
- e. Section P 4.9 - Leave of Absence Without Pay
- f. Section P 4.10 - Special/Emergency & Personal Leave
- g. Section P 4.15 - Disability Separation
- h. Section P 4.19 - Workers' Compensation
- i. Section P 4.20 - Aggressive Acts Leave
- j. Section P 5.3 - Solicitation, Distribution, Access & Postings
- k. Section P 5.4 - Respectful Workplace & Harassment Prevention
- l. Section P 5.5 - Political Activity
- m. Section P 5.10 - Use of Private Vehicles
- n. Section P 5.11 - Use of County Vehicles

Mr. Garver addressed a question that was raised last month concerning language used in the Workers' Compensation policy. Mr. Garver stated that he has investigated the issue and that the wording used was taken directly from law. It was therefore decided to keep the language as written.

Mr. Harsh moved approval of the revised personnel policies as presented. Mr. Miller seconded the motion and it passed unanimously.

NEW BUSINESS

Beth Luensman, Administrative Assistant, presented a summary of the actions of the Ethics Council to the Board. Ms. Luensman reported that the Council has received and approved six requests from current Board staff to accept outside employment with agencies with whom the Board contracts or with the family of an individual served by the Board.

1. John Clark, a staff member at Jackson Adult Center, is requesting approval to work with an individual who attends Jackson after work 3 or 4 days per week. While this individual attends Jackson, he and Mr. Clark do not work in the same area.
2. Jennifer Waters, the nurse at Kidd Adult Center, is requesting approval to work for one of our contract agencies for one hour, one or two days per week, providing insulin to an individual who does not attend Kidd Adult Center.
3. Pam Hovey-daMota, a teacher at Fairfax School, is requesting approval to work for Cincinnati Public Schools providing home instruction to a child for two hours per week. The request is for a 6-8 week period of time. The child is a student at Fairfax School.
4. Necia Flechler, an instructor assistant at Breyer School, is requesting approval to work for CORE, Inc. providing companion services to adults with special needs. The individuals she will be working with do not attend Breyer School.
5. Marcus Gates, a staff member at Kidd Adult Center, is requesting approval to work as a supported living one-on-one companion through Community Supports. The individual who would be receiving the services does not attend Kidd Adult Center.
6. Michael Baker, a staff member at Jackson Adult Center, is requesting approval to for RMS of Ohio during the evenings and weekend. The individual who would be receiving the services does attend Jackson Adult Center; however, it is thought that this arrangement would be in the best interest of the individual.

Mrs. Sundermann moved for Board ratification of the actions of the Ethics Council as presented. Mr. Hall seconded the motion and it passed unanimously.

Mr. Landers presented the 2006 Budget to the Board for approval. Questions were raised as to why the Workers' Compensation and Insurance figures were increased from 2005. Mr. Landers explained that we are covered under the County's Workers' Compensation plan and that our rates are based on an average of all claims filed by county agencies. Mr. Landers explained that the insurance is based on the plans agreed upon by the county. We have just learned that the county has contracted with Anthem Blue Cross and Blue Shield for 2006 and that the rates will increase, but not as much as was anticipated. We will have a better idea of exactly what our insurance costs will be after the open enrollment in October and November.

Dr. Hickey moved approval of the 2006 budget as presented. Mr. Hall seconded the motion and it passed unanimously.

A two-year management contract for Gay Covell, Assistant Director of Community Services, 11/17/05 – 11/16/07, was recommended for Board approval. **Mrs. Sundermann moved approval of the two-year management contract for Gay Covell as presented. Mr. Miller seconded the motion and it passed unanimously.**

Ms. Phipps asked the Board to appoint a Delegate and Alternate to the Ohio Association of County Boards of MR/DD Annual Conference, which will be held November 28-30. Mrs. Goering agreed to serve again as the delegate, with Ms. Phipps as the alternate. **Dr. Hickey moved to appoint Shelley Goering as the Delegate and Cheryl Phipps as the alternate to the OACBMR/DD. Mr. Harsh seconded the motion and it passed unanimously.**

HEARING THE PUBLIC

Mrs. Bonnie Shuman informed the Board that her son has been doing well while he has been placed at Southwest Ohio Developmental Center (SODC). She is concerned because she has been told that, because he is doing well, the placement at SODC is no longer appropriate for him. Mrs. Shuman stated that she is frustrated because this is the longest time (six months) that her son has gone with only one violent behavior outburst and she is afraid that moving him will cause his behaviors to escalate. Mrs. Shuman stated that she worries for his safety and the safety of those he lives with when his behaviors escalate.

Mrs. Sundermann congratulated Cheryl Phipps on her election to President of the Ohio Superintendent's Association of County Boards of MR/DD, and thanked Cheryl for her efforts in assuring quality care for all individuals served.

Dr. Hickey informed the Board that he will not be seeking reappointment to the Board when his term expires in January 2006, and suggested that the Board take a more proactive role in lobbying for new Board appointments from the Commissioners to avoid the delay experienced in 2005. Mr. Webb stated that his term also expires in January 2006, but that he has not decided if he will seek reappointment or not.

BOARD IN-SERVICE

Bev Smith, Pheetta Wilkinson, and Debbie Ashley updated the Board on the changes and problems that exist in the Early Intervention Department since the state appointed Help Me Grow as the governing agency.

ADJOURNMENT

Finding no further business, Mrs. Goering declared the September meeting adjourned at 6:50 p.m.

Respectfully,

Mrs. Shelley Goering
President

Mrs. Lynn Sundermann
Secretary